

MASSACHUSETTS APPLICATION FOR CERTIFIED LEPC STIPEND PROGRAM FY'2000

INTRODUCTION

In 1997, the Massachusetts State Emergency Response Commission (SERC) developed a Local Emergency Planning Committee (LEPC) Certification Program, to be a management tool and a standard by which all LEPCs in the Commonwealth were gauged and to ensure all LEPCs are meeting the goals and missions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).

Under EPCRA, LEPCs are required to: appoint a chairperson and establish rules by which the committee will function; establish procedures for receiving and processing requests for information from the public, including Tier II information; complete an emergency response plan and review such plan once a year, or more frequently as circumstances change in the community or at any facility; and evaluate the need for resources necessary to develop, implement, and exercise the emergency plan; ensure emergency responders are trained to levels indicated in the plan and make recommendations with respect to additional resources that may be required.

LEPCs were given the opportunity to apply for one of three levels of certification (start-up, provisional or full) or could choose not to apply. If a community did not apply for certification, it would not be eligible to apply for funding assistance and would be placed into a statewide LEPC. To date, Massachusetts has 40 certified LEPCs.

GOALS

The goal of the Certified LEPC Stipend Program is to provide limited financial assistance to LEPCs in carrying out their responsibilities under EPCRA.

ELIGIBILITY

Only LEPCs certified by the SERC are eligible to apply for this program.

AMOUNTS AND TYPES OF ASSISTANCE

Based upon the level of certification an LEPC receives from the SERC, an LEPC is eligible for a stipend in the following amounts:

<u>LEPC TYPE</u>		<u>CERTIFIED</u>		<u>AMOUNT</u>
Single Community LEPC	-	Start-Up	-	\$250.00
Single Community LEPC	-	Provisional	-	\$500.00
Single Community LEPC	-	Full	-	\$750.00
Multi-Community LEPC	-	Start-Up	-	\$500.00
Multi-Community LEPC	-	Provisional	-	\$1,000.00
Multi-Community LEPC	-	Full	-	\$1,500.00

(NOTE: Multi-community LEPCs are defined as LEPCs with 5 or more communities).
The FY'2000 stipend period will be October 1, 1999 through September 30, 2000.

ALLOWABLE EXPENSES

- printing and reproduction costs
- mail and postage costs
- equipment rental
- supplies and materials (pens, pads, paper, binders, etc)
- limited software for planning purposes
- phone charges/internet service provider charges
- reference materials for planning purposes
- community outreach materials
- legal advertisements
- hiring of private contractors

NON-ALLOWABLE EXPENSES

- personnel costs (full time, part time)
- overtime
- travel expenses
- per diem
- purchasing of operational equipment
- salaries
- benefits
- training

TERMS OF FUNDING ASSISTANCE

Recipients are not required to provide matching funds under this program, however, it would be beneficial to list any in-kind contributions. Examples of in-kind contributions include: salaries, per diem, overtime, travel expenses, equipment, facility space (training sites, classrooms, meeting rooms, etc), volunteer time, etc. Please list these contributions including dollars amounts for each (See Page 4). These contributions will be used for next year's application from the State to the DOT.

DEADLINE FOR SUBMISSION

All applications for fiscal year 2000 are due by November 1, 1999. Please send completed applications to the name and address listed below.

APPLICATION REQUIREMENTS

Part 1) A statement designating a project manager and the name, position, address and telephone number of the individual who will be responsible for coordinating the funded activities with other agencies and organizations (See Page 4).

Part 2) A general budget breakdown of what the stipend will be used for and any in kind contributions you can list (Refer to Allowable Expenses and Terms of Funding Assistance for details).

Part 3) A written statement certifying that the Local Emergency Planning Committee(s) is in compliance with Section 301 and 303 of EPCRA (See Page 4).

The grantee will be required to enter into a written agreement with the Commonwealth (state contract) to receive funding. For multi-community LEPCs, one community must be selected to act as the fiscal agent of the LEPC. This is due to state financial procedures. Also, at the end of the budget period, the LEPC must provide the SERC with a short narrative and actual budget breakdown of what the stipend was used for.

QUESTIONS OR FURTHER INFORMATION ON THIS PROGRAM MAY BE DIRECTED TO:

John Tommaney
Hazmat Program Coordinator
Massachusetts Emergency Management Agency
400 Worcester Road, PO Box 1496
Framingham, MA 01701-0317

(508)820-2000 FAX (508)820-2030

CERTIFIED LEPC STIPEND PROGRAM

*******PART I APPLICANT INFORMATION*******

LEPC Name: _____
Address: _____
City: _____
State: _____ **Zip:** _____

Project Manager: _____ **Title:** _____
Phone: _____ **FAX #:** _____
E-Mail Address: _____

*******PART II BUDGET INFORMATION*******

	STATE (stipend)	OTHER (cash in-kind)	TOTAL
1. Personnel Costs (Salaries, Overtime, Etc):	N/A		
2. Equipment Rental:			
3. Travel Expenses:	N/A		
4. Supplies/Materials:			
5. Printing/Postage:			
6. Equipment Purchase:		N/A	
7. Food:			
8. Facility Space:	N/A		
9. Miscellaneous (attach separate sheet to explain):			
10. TOTAL:			-----

*******PART III CERTIFICATION OF COMPLIANCE*******

The applicant certifies compliance with Section 301 and 303 of the Emergency Planning and Community Right-to-Know Act.

Authorized Signature

Date